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# Example of Corporate Recruiter Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of corporate recruiter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for corporate recruiter

* Work in partnership with a variety of internal partners, hiring managers and external vendors to meet the talent needs of the organization
* You will be responsible for driving the full recruitment cycle process and meeting defined recruiting metrics for quality, cost, days to recruit, diversity and compliance/risk all while providing a world class recruitment experience for your candidates and assigned business partners throughout the hiring process
* Provides primary recruiting support for North American vacancies, typically entry to senior director-level
* Holds comprehensive intake meetings
* Stays informed of trends and innovative recruiting/interviewing techniques
* Establishes and maintains relationships with key decision-makers within the departments
* Develop recruitment strategies, policies and procedures with the manager and coordinate with HR
* Build and maintain talent pipelines and candidate pools to meet current and future staffing needs through innovative strategies that support the growth plans of the business
* Attend job fairs and other functions concerning recruitment requirements
* Identify and sources appropriate talent succession within the organization

## Qualifications for corporate recruiter

* Advanced proficiency in the use of office systems, personal computers, tickler systems, applicant tracking systems and Internet search techniques
* Previous Staffing Industry/Recruitment/Recruiter support exp
* Experience working on a variety of corporate roles (finance, legal, communications, etc)
* Skilled at developing and implementing creative and alternative sourcing techniques
* 2-4 years of recruiting experience, agency or corporate
* Clear understanding of the end-to-end recruitment lifecycle process